

BDO LLP
55 Baker Street
London
W1U 7 EU

Friday 25th June 2021

Dear BDO LLP,

Contract Title: Extractive Industries Transparency Initiative (EITI) Independent Administrator
Contract Reference: CS18057
Contract Variation Reference: 003

Please find the attached contract variation reference CS18057 003. The purpose of this contract variation is to allow revised deliverables as agreed with BEIS to allow BDO LLP to complete the work on the project and to extend the contract until 15th June 2022 with effect from Tuesday 15th June 2021.

Please ensure that you review and satisfy yourselves with its content and the contractual implications of this variation before signing and returning to

[REDACTED] and [REDACTED] for our records.

Yours Sincerely,

[REDACTED]
Category Support – Professional Services
UK Shared Business Services Ltd
[REDACTED]

For and on behalf of The Department for Business, Energy and
Industrial strategy

Contract CS18057 is varied as follows and shall take effect on Tuesday 15th June 2021 between:

- (1) **The Department for Business, Energy and Industrial Strategy** of 1 Victoria Street London, SW1H 0ET (**The Contracting Authority**)

and
- (2) **BDO LLP**, 55 Baker Street, London, W1U 7 EU (**the Supplier**).

Collectively known as the “**Parties**”

The Parties agree the following changes to contract CS18057 Extractive Industries Transparency Initiative (EITI) Independent Administrator:

1.2 Expiry Date:

The Customer is exercising its option under Call Off Order Form CS18057 to extend Call Off Order Form CS18057 from 15th June 2021 to 15th June 2022.

6.1 Call Off Contract Charges

The initial contract value shall increase by £37,500.00 excluding VAT. The new total contract value shall not exceed £413,048.78 excluding VAT

The purpose of this contract variation is to allow revised deliverables as agreed with BEIS to allow BDO LLP to complete the work on the project.

Deliverables

1. Maintain pages on the new UK EITI website (www.ukeliti.org) (new requirement).
2. Act as secretariat for the MSG's Sectoral Subgroup (new requirement).
3. Deliver key elements of UK EITI communications strategy and act as secretariat for the MSG's Communications subgroup (new requirement).

Details of each deliverable

Maintain pages on the new UK EITI website (new requirement)

- The IA will work closely with the Sectoral subgroup to identify and update key information on the oil, gas, mining and quarrying industries when required, including trends in extraction, GVA, employment data etc.
- Ensure that information is updated in a timely way and the information is presented in a clear and engaging way, including through the production of charts and infographics.
- Work closely with the Secretariat, Comms, Sectoral and Reconciliation subgroups to ensure any notable updates are agreed and ensure that routine updates are cleared with the Secretariat only.

Act as secretariat for the MSG's Sectoral Subgroup (new requirement).

- The role of the subgroups is to take forward the detailed work on implementation, develop policy and make recommendations for discussion and agreement at MSG meetings.

- The IA will send out invites and arrange accommodation for meetings and maintain list of subgroup members.
- The IA will chair the meetings and ensure that meetings are well run and held regularly (at least 4 meetings per year) to discuss updates required to the data.
- IA will draft the agenda in consultation with the Secretariat and take notes of meetings and circulate them for approval by the subgroup.

Deliver key elements of UK EITI communications strategy and act as secretariat for the Communications subgroup (new requirement)

- IA to update the “News and Events” pages of the new UK EITI website.
- Working with the MSG, design and put into effect a more ambitious Communications strategy, designed to deliver greater outreach into, and engagement from, sectors and communities relevant to UK EITI.
- Organise at least one awareness-raising event per year for UK EITI, targeting communities with a stake in the extractive industries.
- Act as secretariat and chair for the MSG's Communications Subgroup, ensuring that meetings are well run and held regularly (at least 6 meetings per year), taking notes of meetings and circulating them for approval by the subgroup.

Payments terms

1. Four payments shall be made on a quarterly basis based on actual consumption of the budget.
2. Payment shall be made in arrears via BACS following receipt of invoice.
3. Words and expressions in this Variation shall have the meanings given to them in this Call Off Contract.
4. This Call Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Words and expressions in this variation shall have the meanings given to them in Contract CS18057. Contract CS18057, including any previous variations, shall remain effective and unaltered except as amended by this variation.

For and on behalf of BDO LLP (**The Supplier**)

[Redacted Signature]

Signed

| [Redacted Name]

Name

[Redacted Position]

Position

Date

28/06/2021

For and on behalf of The Department for Business, Energy and Industrial Strategy (**The Contracting Authority**)

[Redacted Signature]

Signed

[Redacted Name]

Name

29 June 2021

Position

Date